

<p align="center">4 WEIGHING PRACTICES</p>	<p align="center">Page 1 of 1</p>
<p align="center">Division of Forensic Science</p> <p align="center">CONTROLLED SUBSTANCES PROCEDURES MANUAL</p>	<p>Amendment Designator:</p>
	<p>Effective Date: 9-December-2003</p>
<p align="center">4 WEIGHING PRACTICES</p> <p>4.1 Weights for powders, marijuana and other plant materials will be taken prior to sampling.</p> <p>4.2 Dosage units (e.g., cigarettes, cigarette butts, blotter papers, tablets or capsules) will not routinely be weighed.</p> <p>4.3 Analytical, top-loading balances or high-capacity electronic balances are acceptable for routine casework.</p> <p>4.4 Weights will be recorded in the analytical notes as they are displayed on the balance.</p> <p>4.4.1 Calculations involving weights will be done using the weights as they are recorded. The last decimal place, at least, will be truncated for routine reporting purposes.</p> <p>4.4.2 When the measured weight involves no decimal places, it need not be truncated.</p> <p>4.5 Weights are determined and reported without packaging, except for marijuana where the gross weight is less than ½ ounce.</p> <p>4.5.1 In marijuana cases where the gross weight will be less than ½ ounce, the weight may be obtained of the plant material including the innermost packaging and documented in the case notes. The designation “PMP” in the case notes will denote that this procedure was utilized.</p> <p>4.5.2 In those cases when this weight is over ½ ounce, obtain the weight of the plant material and report appropriately.</p> <p>4.5.3 In cases where the container weight is clearly much greater than the sample weight, obtain the exact weight of the plant material and report appropriately.</p> <p>4.6 Weights of material in multiple containers may be approximated.</p> <p>4.6.1 In instances where the amount of material is small, weights should be taken of the material itself, and then projected over the number of similar packages in the population. This projection should either be accomplished by averaging at least three specimens or by weighing the number that are sampled.</p> <p>4.6.2 In instances where the container weights are small or expected to be very consistent, a total container weight may be projected from an average of at least three containers and subtracted from the gross weight.</p> <p>4.6.3 For marijuana, if the approximate weight is just over a legal weight limit (i.e. ½ ounce or 5 pounds), the exact weight of the plant material must be obtained up to that limit and recorded in the analytical notes. Approximation of the remainder is allowable. If any approximation was used, the report must reflect an approximate weight.</p> <p>4.6.4 Whenever such a weight is approximated, it will be reported “approximate total weight” on the Certificate of Analysis.</p> <p align="right">♦ End</p>	